

Production Services LOTO Procedures

Equipment		Phillipsburg Inserter		
Location	Building 197B, Room 1-94	Date	3/1/2005	

- 1) **Purpose:** This Lockout / Tagout (LOTO) procedure is written to ensure safe maintenance of the Phillipsburg Inserter. The inserter uses an electric motor, mechanical devices, and a vacuum pump to automatically insert folded material into mailing envelopes.
- 2) **Policy:** Maintenance of Production Services equipment is restricted to Authorized (qualified) Employees. All other repairs and service will be performed by trained BNL craft employees or by a vendor trained technician that has been contracted to service the equipment.
- 3) **Definitions:** see attached
- 4) **Procedure(s):** Use BNL EHS 1.5.1 Lockout / Tagout Requirements and the following task specific procedures.
 - a) Machine adjustments may have to be made while the inserter is energized to ensure that adjustments are correct. Utmost care must be taken to ensure safe operation during servicing.
 - b) For all other adjustments, maintenance, and service, lockout the power switch using the lockout device located on the power switch so the inserter can not be energized during servicing.